

**DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY
Associate Accountant**

Bureau of Finance & Administration

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current examination list
Location: Headquarters in Newington, CT
Job Posting No: 110092
Hours: 8:00am to 4:30pm
Salary: AR 26 - \$74,148 to \$95,363 annual
Closing Date: June 22, 2015

Eligibility Requirement: Candidates must have applied for and passed the Associate Accountant examination and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

This position is responsible for preparing/managing contract cost benefit analyses, analyzing and evaluating financial records, methods and procedures relating the State and Federal project close-outs; and the development and creation of a variety of financial reports for both internal and external sources.

PREFERRED SKILLS: Proficiency in Microsoft Excel and Access

MINIMUM QUALIFICATIONS REQUIRED

Considerable knowledge of professional accounting principles and practices including governmental accounting and budgeting; interpersonal skills; oral and written communication skills; considerable ability to analyze and evaluate financial records, methods and procedures; ability to devise and install accounting procedures and systems; some supervisory ability.

EXPERIENCE AND TRAINING:

General Experience: Eight (7) years of experience in accounting or auditing.

Special Experience: One (1) year of the General Experience must have been at the level of Accountant, Auditor or Accounts Examiner with responsibility for the exercise of independent analysis and judgement in the application of professional accounting principles and practices

Substitutions Allowed:

1. College training in Accounting or a closely related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree
2. A Master's degree in accounting may be substituted for one (1) additional year of the General Experience.
3. Certification in any of the following may be substituted for one (1) additional year of the General Experience: Certified Public Accountant, Certified Internal Auditor

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. Applicants who do not submit all the requested documents will not be considered. The candidate pool resulting from these interviews may be used to fill future Associate Accountant positions in the Bureau of Finance and Administration within twelve months.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment CT-HR-12, **State employees must include copies of their last two (2) service ratings by MAIL ONLY** postmarked no later than June 22, 2015 to:

**Department of Transportation
Bureau of Finance & Administration
Ms. Ava Torello
Room 1335
PO Box 317546
Newington, CT 06131-7546**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.